

Maine Immunization Program Statement of Policy

Title of Policy: Policy on Transferring Vaccine

Policy Number: M6 - 13

Effective Date: May 1st, 2013

Purpose: To explain the new process of transferring vaccine between Maine Immunization Providers.

The federal CDC is requiring all providers who receive vaccine from the Maine Immunization Program to use a new process in order to transfer vaccines between Maine Immunization Providers.

In order to transfer vaccine providers need to do the following:

1. Call Vaccine Management at 1- 800-569-0659 who will help you fill out and complete the vaccine transfer form. Vaccine Management will transfer the vaccine for you in Immpect. (Providers will no longer be able to transfer vaccine themselves.)
2. Pack vaccine in an appropriate box to maintain cold chain with a copy of the vaccine transfer form. (Be sure to keep a copy of the vaccine transfer form for your records.)
3. For information on Maintaining Cold Chain during transport go to:
<http://www.eziz.org/assets/docs/IMM-983.pdf>
4. Call UPS and some other delivery service if necessary to ship the vaccine to the receiving provider.

Once vaccine is received by receiving provider:

1. Provider will check to see that the provider form matches what vaccine they have received.
2. Provider will immediately place vaccine in the appropriate storage unit.
3. Call Vaccine Management at 1-800-569-0659 for receipt of vaccine transfer
4. Vaccine Management will check and make sure receiving provider has correct vaccine.

If receipt is wrong:

1. Vaccine Management will call the transferring provider to correct.
2. Vaccine Management will receive the rejected transfer back into the transferring provider's inventory.
3. Vaccine Management will issue a new transfer to match what the receiving provider actually received.
4. Vaccine Management will call the receiving provider with correction.
5. Transfer process is complete.

Please note no provider is allowed to transfer vaccine unless:

- The Immunization Provider is an active Provider with a current Provider agreement on file.
- Cold Chain is up to date and temperatures have been in range for least 7 days.
- Provider has reconciled their inventory within the last 30 days.

References:

Vaccine Storage and Handling Toolkit, Centers for Disease and Control and Prevention, National Center for Immunization and Respiratory disease. Page 20

<http://www.cdc.gov/vaccines/recs/storage/toolkit/default.htm>

Vaccines for Children Operations Centers for Disease and Control and Prevention, National Center for Immunization and Respiratory Disease.

<http://www.cdc.gov/vaccines/programs/vfc/awardees/op-guide.html>

Maine Immunization Program Policies

<http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/program-policies/index.html>

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